

Fall 2008 Beginning of Year Collection – File Upload

VERIFYING 2007-2008 ENROLLMENTS

When a records request is received for a student, but they do not attend the first day of school, change their 07-08 **End Status** code to reflect the transfer. Do not create an 08-09 enrollment record for these students.

Choose the 07-08 **Year** and a **School** from the **TOOLBAR**.

To select all students, click on the **SEARCH** tab. Enter a percent (%) symbol in the *Search for a:* box, or enter other search criteria for a specific student.

Click on the name of the student and select the **ENROLLMENT** tab. Open the 07-08 enrollment record by clicking on the *Edit* icon.

The **End Date** remains the last day of school. Change the **End Status** to reflect the transfer.

Infinite Campus

Year: 07-08 District: World Family School (0061) School: World Family School State Edition

Index Search Help

Search for a: Student Go

Advanced Search >>

Bridges, Jeremy
Grade KF #91485757 DOB 04/19/2002 Gender M

Save X Delete Print Enrollment History

Open the Enrollment record

Change the End Status code

Select the student

General Enrollment Information

Calendar: 07-08 World Family School Schedule (read only)

Start Date: No Show End Date: End Action

Service Type: P Primary

End Status: 100: End of year, returning to same school next year

100: End of year, returning to same school next year

100: End of year, returning to same school next year

100: Change in grade level during regular school year

100: Promoted to another school in the same district

100: Transfer to a public school in the same district

100: Transfer to public school under NCLB choice

100: Transfer to public school under NCLB choice

100: Transfer to a MT state-funded school

100: Transfer to a private school in the state

100: Transfer to a home school in the state

100: Transfer to a school out of state

100: Transfer out of the country

100: Medical care or treatment, eligible to return

200: Enrolled in a foreign exchange program

200: Enrolled in an early admissions college program

200: Withdrawn from age for compulsory school program

200: Expelled, eligible to return

200: Unknown (grades PK-6, UE)

200: Dropped out, subsequent re-enrollment

300: Withdraw for personal or academic reasons

310: Exceeded age requirement set by district policy

320: Renowned or Expelled, with permission to return

330: Withdraw to enroll in non-diploma program

400: Unknown

400: Graduated

400: Completed school with other credentials

500: Student died

Attendance and Enrollment Information

Fall Attendance Count Fall Aggregate Hours of Inat Fall Absent 0.000

Spring Attendance Count



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VERIFYING 2007-2008 DROPOUTS

Check records for students who do not return to school in the 08-09 school year.

Scenario 1: A student dropped out of school prior to completion of the 07-08 year.

The student should have a *300 level **End Status** code and a corresponding **Dropout Reason** code. If the student does not re-enroll, or the school does not receive a records request, prior to the October enrollment count date (October 6, 2008), the student counts as a 07-08 dropout.

Scenario 2: A student dropped out of school prior to the completion of the 07-08 year, but the re-enrolls prior to the October 6th count date.

Change the student's **End Status** code from a *300 level **End Status** code and remove the corresponding **Dropout Reason** code. If the student re-enrolls in the same school, change the **End Status** code to 295: Dropped out, subsequent re-enrollment. If the student transfers to another school, enter the appropriate transfer code.

Scenario 3: A student completes the 07-08 year, but does not re-enroll by Oct 6th, and no request for records is received.

Follow the instructions for "No Show Students" below. They have until the Fall Count Date in the 09-10 school year to re-enroll before being counted as a dropout.

SCENARIO 1:

SCENARIO 2:



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AIM CALENDARS

Calendars are the basis of all information reported in AIM. **Calendars** link students to grade levels, as well as demographic, enrollment, and program participation information.

To access **Calendars**, select **System Administration** from the **INDEX**. Select **Calendar** and click on **Calendar**. To view the **Calendar(s)** for a school, select **School** from the **TOOLBAR**.

Calendar Name: Set by the OPI – the format for Calendar Name is *Year/School Name*

Calendar Number: Calendar Number is only required if a school is uploading student data. Calendar numbers can be the same for different schools in a district (or school system), but if a school has more than one calendar, the numbers must be unique.

Calendar Start Date/End Date: Calendar Start and End Dates are required. All information entered in that calendar year must fit between those dates (Districts can use the school start/end dates, the fiscal start/end dates, or any date in between – student records cannot be entered outside of these calendar dates).

The screenshot shows the 'Calendar Info' form in the AIM software. The form is titled '08-09 World Family School'. It includes the following fields and annotations:

- Calendar ID:** 3649
- Name:** 08-09 World Family School (Annotation: Calendar Name should not be changed)
- Start Date:** 07/01/2008 (Annotation: Set the Calendar Start and End Dates)
- End Date:** 06/30/2009 (Annotation: Set the Calendar Start and End Dates)
- Student Day (minutes):** (Annotation: Set the Calendar Start and End Dates)
- Teacher Day (minutes):** (Annotation: Set the Calendar Start and End Dates)
- Number:** 1 (Annotation: Calendar Number is required for file uploads)
- Type:** Instructional
- Comments:** rolling 06/02/2008 09:54 AM



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OTHER CALENDAR OPTIONS

Under **System Administration/Calendar/Calendar**, there are three other tabs.

GRADE LEVELS: Indicates the grade levels available for a particular school. These grade levels are set by the OPI.

SCHEDULE STRUCTURE: This tab contains fields not used for state reporting purposes. The only option available is **Main**.

DAYS: This tab also contains fields not used for state reporting purposes. Schools may use these fields if they choose (not required).

| Name | Seq |
|------|-----|
| PK | 1 |
| KH | 2 |
| KF | 3 |
| 01 | 4 |
| 02 | 5 |
| 03 | 6 |
| 04 | 7 |
| 05 | 8 |
| 06 | 9 |
| 07 | 10 |
| 08 | 11 |
| 09 | 12 |
| 10 | 13 |
| 11 | 14 |
| 12 | 15 |



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STUDENT DEMOGRAPHIC FILE (Option 1)

Extract the *Student Demographic* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select *Student Demographics*. **Under Work to Perform**, select *Validate and Test*. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

Select the **Click Here** for State ID's on the **Import Results Summary**. Save the file and import into your local SIS.

| SD | 09/22/2008 | 08:35:58 | MT9.1 | | | | | |
|----|------------|----------|-----------|-------------|---|------------|----|--|
| SD | 9061 | 15 | Moore | Alecia | F | 09/08/1995 | 05 | |
| SD | 9061 | | Russell | Kurt | M | 03/17/1999 | 01 | |
| SD | 9061 | 11 | Portman | Natalie | F | 06/09/1998 | 03 | |
| SD | 9061 | 5 | Stroup | Jessica | F | 10/23/2000 | 04 | |
| SD | 9061 | 14 | Lohman | Alison | F | 09/18/1996 | 05 | |
| SD | 9061 | 6 | Lohan | Lindsay | F | 07/03/2001 | 05 | |
| SD | 9061 | 3 | Duff | Hillary | F | 09/28/2001 | 01 | |
| SD | 9061 | 13 | Cook | Rachael Lee | F | 10/04/1996 | 05 | |
| SD | 9061 | 9 | Hathaway | Anne | F | 11/12/1998 | 01 | |
| SD | 9061 | 12 | Ricci | Christina | F | 02/12/1998 | 02 | |
| SD | 9061 | 8 | Bosworth | Kate | F | 01/02/2000 | 05 | |
| SD | 9061 | 16 | Rodriguez | Michelle | F | 07/12/1996 | | |
| SD | 9061 | 7 | Bynes | Amanda | F | 04/03/2000 | 02 | |
| SD | 9061 | 4 | Boorem | Mike | F | 08/18/2002 | 05 | |

Results:

File Name: SD_9061_09222008.tsv
 Processing Started Time: Mon Sep 22 08:38:57 MDT 2008.
 Processing Finished Time: Mon Sep 22 08:39:02 MDT 2008.
 Total Time To Process File: 4.25 seconds.

0 Records Inserted.
 14 Records Changed.
 0 Records Deleted.
 0 Records No Changes.

The import has generated 14 new stateIDs. These stateIDs will now be included on the appropriate extracts.
[Click here](#) to download the Student Demographics file with these new ids.

Error Count:0
 Warning Count:0

Error Detail:
 Line Number Error Message Content
 No Errors

Warning Detail:
 Line Number Warning Message Content
 No Warnings



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STUDENT DEMOGRAPHIC FILE (Option 2)

Download the Excel Template, **Student Demographics**, from the AIM Webpage (General Information/Excel Templates).

Enter the student demographic information into the template. Check that all columns requiring leading zeros are formatted correctly. (See **Excel Tips** at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a *Text (Tab delimited)(*.txt)* file. Open the text file and insert the header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save the file.

| Field 1 | Field 2 | Field 3 | Field 4 | Field 5 | Field 6 | Field 7 | Field 8 | Field 9 | Field 10 | Field 11 |
|------------------|-----------------|--------------------|--------------------|-----------|------------|-------------|---------|---------|------------|----------------|
| Record Type (SD) | District Number | Student's State ID | Student's Local ID | Last Name | First Name | Middle Name | Suffix | Gender | Birth Date | Race/Ethnicity |
| 4 | SD | 9061 | 15 | Moore | Alecia | | | F | 09/08/1995 | 05 |
| 5 | SD | 9061 | | Russell | Kurt | | | M | 03/17/1999 | 01 |
| 6 | SD | 9061 | 11 | Portman | Natalie | | | F | 06/09/1998 | 03 |
| 7 | SD | 9061 | 5 | Stroup | Jessica | | | F | 10/23/2000 | 04 |
| 8 | SD | 9061 | 14 | Lohman | Alison | | | F | 09/18/1996 | 05 |
| 9 | SD | 9061 | 6 | Lehan | Lindsay | | | F | 07/03/2001 | 05 |
| 10 | SD | 9061 | 3 | Duff | Hillary | | | F | 09/28/2001 | 01 |
| 11 | SD | 9061 | 13 | Cook | Rachael | Lee | | F | 10/04/1996 | 05 |
| 12 | SD | 9061 | 9 | Hathaway | Anne | | | F | 11/12/1998 | 01 |
| 13 | SD | 9061 | 12 | Ricc | Christina | | | F | 02/12/1998 | 02 |
| 14 | SD | 9061 | 8 | Bosworth | Kate | | | F | 01/02/2000 | 05 |
| 15 | SD | 9061 | 16 | Rodriguez | Michelle | | | F | 07/12/1996 | 05 |
| 16 | SD | 9061 | 7 | Bynes | Amada | | | F | 04/03/2000 | 02 |
| 17 | SD | 9061 | 4 | Boorem | Mike | | | F | 08/18/2002 | 05 |

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HD 09/22/2008 08:35:58 MT9.1
SD 9061 15 Moore Alecia F 09/08/1995 05
SD 9061 Russell Kurt M 03/17/1999 01
SD 9061 11 Portman Natalie F 06/09/1998 03
SD 9061 5 Stroup Jessica F 10/23/2000 04
SD 9061 14 Lohman Alison F 09/18/1996 05
SD 9061 6 Lehan Lindsay F 07/03/2001 05
SD 9061 3 Duff Hillary F 09/28/2001 01
SD 9061 13 Cook Rachael Lee F 10/04/1996 05
SD 9061 9 Hathaway Anne F 11/12/1998 01
SD 9061 12 Ricc Christina F 02/12/1998 02
SD 9061 8 Bosworth Kate F 01/02/2000 05
SD 9061 16 Rodriguez Michelle F 07/12/1996 05
SD 9061 7 Bynes Amada F 04/03/2000 02
SD 9061 4 Boorem Mike F 08/18/2002 05
  
```



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STUDENT DEMOGRAPHIC FILE (Option 2)

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select **Student Demographics**. Under **Work to Perform**, select **Validate and Test**. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to **Load Partial File** and upload the file.

Select the **Click Here** for State ID's on the **Import Results Summary**. Save the file and import into your local SIS or copy and paste into the **Student Enrollment Template**.

Fall 2008 Beginning of Year Collection – File Upload

STUDENT ENROLLMENT FILE (Option 1)

Extract the *Student Enrollment* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select ***MT Data Upload***. From the **Import Type**, select *Enrollments*. Under **Work to Perform**, select *Validate and Test*. Browse for the file and click ***Upload***.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

| File | Edit | Format | View | Help |
|-----------------|------------|------------|-------|-----------|
| HD | 09/22/2008 | 10:26:14 | MT9.1 | |
| EN | 0061 | 9399 | 1 | 756301778 |
| EN | 0061 | 9399 | 1 | 60935549 |
| EN | 0061 | 9399 | 1 | 284866247 |
| EN | 0061 | 9399 | 1 | 317891368 |
| EN | 0061 | 9399 | 1 | 326055866 |
| EN | 0061 | 9399 | 1 | 828768968 |
| EN | 0061 | 9399 | 1 | 627128379 |
| EN | 0061 | 9399 | 1 | 184012616 |
| EN | 0061 | 9399 | 1 | 294521875 |
| EN | 0061 | 9399 | 1 | 389018203 |
| EN | 0061 | 9399 | 1 | 107036771 |
| EN | 0061 | 9399 | 1 | 415152566 |
| EN | 0061 | 9399 | 1 | 622134515 |
| EN | 0061 | 9399 | 1 | 824359670 |
| EN | 0061 | 9399 | 1 | 396816471 |
| EN | 0061 | 9399 | 1 | 771387784 |
| EN | 0061 | 9399 | 1 | 692667522 |
| EN | 0061 | 9399 | 1 | 147841322 |
| Fanning Dakota | P | 08/27/2008 | 01 | |
| Roberts Emma | P | 08/27/2008 | 01 | |
| Stroup Jessica | P | 08/27/2008 | 02 | |
| Lohan Lindsay | P | 08/27/2008 | 02 | |
| Duff Hillary | P | 08/27/2008 | 02 | |
| Boorem Mike | P | 08/27/2008 | 02 | |
| Reagan Ronald | P | 08/27/2008 | 06 | |
| Portman Natalie | P | 08/27/2008 | 02 | |
| Lohman Alison | P | 08/27/2008 | 02 | |
| Cook Rachael | P | 08/27/2008 | 02 | |
| Hatchway Anne | P | 08/27/2008 | 02 | |
| Ricci Christina | P | 08/27/2008 | 02 | |
| Bosworth Kate | P | 08/27/2008 | 02 | |
| Byrnes Amanda | P | 08/27/2008 | 02 | |
| Freeman Morgan | P | 08/27/2008 | 01 | |
| Woods Tiger | N | 08/27/2008 | 01 | |
| Favre Brett | P | 09/15/2008 | 04 | |
| Russell Kurt | P | 08/27/2008 | 02 | |

Results:

File Name: EN_9061_09222008.tsv
Processing Started Time: Mon Sep 22 10:20:24 MDT 2008.
Processing Finished Time: Mon Sep 22 10:20:26 MDT 2008.
Total Time To Process File: 1.688 seconds.

0 Records Inserted.
14 Records Changed.
0 Records Deleted.
0 Records No Changes.

Error Count:0

Warning Count:0

Error Detail:

| Line Number | Error Message | Content |
|-------------|---------------|---------|
| No Errors | | |

Warning Detail:

| Line Number | Warning Message | Content |
|-------------|-----------------|---------|
| No Warnings | | |

This tells you how many errors you have and where those errors are



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STUDENT ENROLLMENT FILE (Option 2)

Download the Excel Template, **Student Enrollments**, from the AIM Webpage (General Information/Excel Templates).

Enter the student enrollment information into the template. Check that all columns requiring leading zeros are formatted correctly. (See Excel Tips at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a Text (Tab delimited)(* .txt) file. Open the text file and insert the header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save the file.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select **Enrollments**. Under **Work to Perform**, select **Validate and Test**. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to **Load Partial File** and upload the file.

| Field 1 | Field 2 | Field 3 | Field 4 | Field 5 | Field 6 | Field 7 | Field 8 | Field 9 | Field 10 | Field 11 | Field 12 | Field 13 | Field 14 |
|----------|---------|----------|----------------|-----------|------------|------------|------------|------------|----------|------------|----------|----------|----------|
| District | School | Calendar | Student's Name | Last Name | First Name | Birth Date | Start Date | End Date | Status | Enrollment | Dropout | Transfer | Other |
| 1 | 0001 | 0000 | 1756301770 | 1 | Fanning | Dakota | P | 08/27/2008 | 01 | | | | |
| 2 | 0001 | 0000 | 1603555649 | 2 | Roberts | Emma | P | 08/27/2008 | 01 | | | | |
| 3 | 0001 | 0000 | 126486247 | 5 | Stroup | Jessica | P | 08/27/2008 | 02 | | | | |
| 4 | 0001 | 0000 | 1317891368 | 6 | Lohan | Landray | P | 08/27/2008 | 02 | | | | |
| 5 | 0001 | 0000 | 132655566 | 3 | Duff | Hillary | P | 08/27/2008 | 02 | | | | |
| 6 | 0001 | 0000 | 182678868 | 4 | Booren | Mike | P | 08/27/2008 | 02 | | | | |
| 7 | 0001 | 0000 | 1627120379 | 27 | Reagan | Ronald | P | 08/27/2008 | 06 | | | | |
| 8 | 0001 | 0000 | 1184012016 | 11 | Portman | Natalie | P | 08/27/2008 | 02 | | | | |
| 9 | 0001 | 0000 | 1294821875 | 14 | Lohman | Alison | P | 08/27/2008 | 02 | | | | |
| 10 | 0001 | 0000 | 130010203 | 13 | Cook | Rachael | P | 08/27/2008 | 02 | | | | |
| 11 | 0001 | 0000 | 1410736371 | 9 | Highway | Anne | P | 08/27/2008 | 02 | | | | |
| 12 | 0001 | 0000 | 1415812566 | 12 | Ricc | Christina | P | 08/27/2008 | 02 | | | | |
| 13 | 0001 | 0000 | 1622134515 | 8 | Bozworth | Kate | P | 08/27/2008 | 02 | | | | |
| 14 | 0001 | 0000 | 1624359070 | 7 | Bynes | Amanda | P | 08/27/2008 | 02 | | | | |
| 15 | 0001 | 0000 | 139616471 | Freeman | Morgan | P | 08/27/2008 | 01 | | | | | |
| 16 | 0001 | 0000 | 171380784 | Woods | Tiger | N | 08/27/2008 | 01 | | | | | |
| 17 | 0001 | 0000 | 1652667522 | Farr | Brett | P | 09/15/2008 | 04 | | | | | |
| 18 | 0001 | 0000 | 147841322 | Russell | Kurt | P | 08/27/2008 | 02 | | | | | |

```

HD 08/27/2008 00:00:00 MT9.1
EN 0001 0000 1 1756301770 1 Fanning Dakota P 08/27/2008 01
EN 0001 0000 2 1603555649 2 Roberts Emma P 08/27/2008 01
EN 0001 0000 3 126486247 5 Stroup Jessica P 08/27/2008 02
EN 0001 0000 4 1317891368 6 Lohan Landray P 08/27/2008 02
EN 0001 0000 5 132655566 3 Duff Hillary P 08/27/2008 02
EN 0001 0000 6 182678868 4 Booren Mike P 08/27/2008 02
EN 0001 0000 7 1627120379 27 Reagan Ronald P 08/27/2008 06
EN 0001 0000 8 1184012016 11 Portman Natalie P 08/27/2008 02
EN 0001 0000 9 1294821875 14 Lohman Alison P 08/27/2008 02
EN 0001 0000 10 130010203 13 Cook Rachael P 08/27/2008 02
EN 0001 0000 11 1410736371 9 Highway Anne P 08/27/2008 02
EN 0001 0000 12 1415812566 12 Ricc Christina P 08/27/2008 02
EN 0001 0000 13 1622134515 8 Bozworth Kate P 08/27/2008 02
EN 0001 0000 14 1624359070 7 Bynes Amanda P 08/27/2008 02
EN 0001 0000 15 139616471 Freeman Morgan P 08/27/2008 01
EN 0001 0000 16 171380784 Woods Tiger N 08/27/2008 01
EN 0001 0000 17 1652667522 Farr Brett P 09/15/2008 04
EN 0001 0000 18 147841322 Russell Kurt P 08/27/2008 02
  
```

Results:

File Name: EN_0001_09222008.txt
 Processing Started Time: Mon Sep 22 10:20:24 MDT 2008
 Processing Finished Time: Mon Sep 22 10:20:26 MDT 2008
 Total Time To Process File: 1.688 seconds.

0 Records Inserted
 14 Records Changed
 0 Records Deleted
 0 Records No Changes

Error Count: 0
 Warning Count: 0
 Error Detail: No Errors

Warning Detail: No Warnings



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VERIFYING STUDENT ENROLLMENTS

Use **Student Information Reports** or **Ad Hoc Filters** to verify data entry.

Enrollment Summary Report: The **Enrollment Summary Report** counts students by **School**, **Race/Ethnicity** and **Gender**.

From the **NAVIGATION TOOLS**, expand the **Student Information** module. Expand **Reports**.

Select the **Enrollment Summary** report. Enter an **Effective Date** (the date you want the information current "as of"). Select the **School(s)** for which you want information. Select **Generate Report**.

Ad Hoc Filter Report: Lists students actively enrolled on the day the report is generated.

On the **TOOLBAR** select the 08-09 **Year** and select a **School**. From the **NAVIGATION TOOLS**, expand the **Ad Hoc Reporting** module. Select **Data Export**.

Expand the **School Users Saved Query Wizard Filter**. Select **student Active Enrollment as of Today**. Pick an **Export Format**. Click **Export**. The report will generate a list of actively enrolled students, by name, for the school selected.

Student Population by Ethnicity (male/female total)

| School | American Indian or Alaska Native | Asian | Hispanic or Latino | Black or African American | White, Non-Hispanic | Native Hawaiian or Other Pacific Islander | Total |
|---------------------|----------------------------------|-------|--------------------|---------------------------|---------------------|---|-------|
| World Family School | 0000 | 0000 | 0000 | 1001 | 2000 | 0000 | 3001 |
| Grade 01 | 0000 | 0000 | 0000 | 1001 | 2000 | 0000 | 3001 |
| Grade 02 | 0000 | 0000 | 0000 | 0000 | 4000 | 0000 | 4000 |
| Grade 03 | 0000 | 0000 | 0000 | 1001 | 2000 | 0000 | 3001 |
| Grade 04 | 0000 | 0000 | 0000 | 1001 | 2000 | 0000 | 3001 |
| Grade 05 | 1001 | 0000 | 0000 | 0000 | 3000 | 0000 | 4001 |
| Grade 06 | 0000 | 0000 | 0000 | 1001 | 1001 | 0000 | 2002 |
| Grade 07 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 |
| Grade 08 | 1001 | 0000 | 0000 | 0000 | 2000 | 0000 | 3001 |
| Grade 09 | 0000 | 0000 | 0000 | 1001 | 1001 | 0000 | 2002 |
| Grade 10 | 0000 | 0000 | 0000 | 0000 | 2000 | 0000 | 2000 |
| Grade 11 | 1001 | 0000 | 0000 | 1001 | 0000 | 0000 | 2002 |
| Grade 12 | 0000 | 0000 | 0000 | 1001 | 4000 | 1001 | 6002 |
| Grade 13 | 0000 | 0000 | 0000 | 1001 | 0000 | 0000 | 1001 |
| Grade 14 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 |

Student Population Excluding White not of Hispanic Origin

| School | Total | Percentage |
|---------------------|-------|------------|
| World Family School | 27 | 40.3% |



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NO-SHOW STUDENTS

Scenario 1: Grades 7-12

If a student is expected to enroll in the 08-09 year, but does not attend class, a no-show record must be created. Select **New**. The student's **Start** and **End Dates** are the first day of school. Enter the appropriate **End Status** and **Dropout Reason** code. Type "No Show" in the **End Comments** field. *If you receive a records request for a student that does not attend at least one day of school in the 08-09 year, do not create an enrollment record for that student.*

Scenario 2: Grades PK-6

If a student is expected to enroll in the 08-09 year, but does not attend class, a no-show record must be created. Select **New**. The student's **Start** and **End Dates** are the first day of school. The **End Status** code should be 260: *Unknown (grades PK-6)*. The **Dropout Reason** code is not entered. Type "No Show" in the **End Comments** field. *If you receive a records request for a student that does not attend at least one day of school in the 08-09 year, do not create an enrollment record for that student.*

SCENARIO 1:

SCENARIO 2:

Fall 2008 Beginning of Year Collection – File Upload

PROGRAM PARTICIPATION DATA (Option 1)

Extract the *Program Participation* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select ***MT Data Upload***. From the **Import Type**, select *Program Participation*. Under **Work to Perform**, select *Validate and Test*. Browse for the file and click ***Upload***.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

| PP_9061_09222008.tsv - Notepad | | | | | | | | | |
|--------------------------------|------------|--------|----------|-----------|----|----------|-----------|---|---|
| File | Edit | Format | View | Help | | | | | |
| HD | 09/22/2008 | | 10:59:10 | MT9.1 | | | | | |
| PP | 9061 | 9399 | 1 | 756301778 | 1 | Fanning | Dakota | N | N |
| PP | 9061 | 9399 | 1 | 609351549 | 2 | Roberts | Emma | Y | N |
| PP | 9061 | 9399 | 1 | 326053866 | 3 | Duff | Hillary | N | N |
| PP | 9061 | 9399 | 1 | 828768968 | 4 | Boore | Mike | N | N |
| PP | 9061 | 9399 | 1 | 284866247 | 5 | Stroup | Jessica | N | N |
| PP | 9061 | 9399 | 1 | 317891368 | 6 | Lohan | Lindsay | N | Y |
| PP | 9061 | 9399 | 1 | 824339670 | 7 | Bynes | Amanda | N | N |
| PP | 9061 | 9399 | 1 | 622134515 | 8 | Bosworth | Kate | N | N |
| PP | 9061 | 9399 | 1 | 410736371 | 9 | Hathaway | Anne | N | N |
| PP | 9061 | 9399 | 1 | 184012616 | 11 | Portman | Natalie | N | N |
| PP | 9061 | 9399 | 1 | 415312366 | 12 | Ricci | Christina | N | N |
| PP | 9061 | 9399 | 1 | 389018203 | 13 | Cook | Rachael | N | N |
| PP | 9061 | 9399 | 1 | 294521875 | 14 | Lohman | Alison | N | N |
| PP | 9061 | 9399 | 1 | 627128379 | 17 | Reagan | Ronald | Y | N |
| PP | 9061 | 9399 | 1 | 396816471 | 27 | Freedman | Morgan | N | N |
| PP | 9061 | 9399 | 1 | 147841322 | | Russell | Kurt | N | N |
| PP | 9061 | 9399 | 1 | 771387784 | | Woods | Tiger | N | N |
| PP | 9061 | 9399 | 1 | 692667522 | | Favre | Brett | N | N |

Import Results Summary - Windows Internet Explorer

https://best.sims.opi.nz.gov/jsp/editpage/execute?do=stateReporting&testImportResults.sdl=stateReporting

File Edit View Favorites Tools Help

Go Check Add-ons Add-ons Send to Settings

Import Results Summary

Results:

File Name: PP_9061_09222008.txt
 Processing Started Time: Mon Sep 22 11:01:42 MDT 2008.
 Processing Finished Time: Mon Sep 22 11:01:45 MDT 2008.
 Total Time To Process File: 2.328 seconds.

14 Records Inserted
 28 Records Changed
 0 Records Deleted
 0 Records No Changes.

Error Count:0
Warning Count:0

Error Detail:
 Line Number Error Message Content
 No Errors

Warning Detail:
 Line Number Warning Message Content
 No Warnings

This tells you how many errors you have and where those errors are



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PROGRAM PARTICIPATION DATA (Option 2)

Download the Excel Template, **Student Program Participation**, from the AIM Webpage (General Information/Excel Templates).

Enter the student enrollment information into the template. Check that all columns requiring leading zeros are formatted correctly. (See Excel Tips at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a Text (Tab delimited)(*.txt) file. Open the text file and insert the header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save the file.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select **Program Participation**. Under **Work to Perform**, select **Validate and Test**. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to **Load Partial File** and upload the file.



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VERIFYING PROGRAM PARTICIPATION

Use **Ad Hoc Filters** or **Advanced Search** to verify data entry.

Ad Hoc Filter Report: Lists students enrolled in programs for the year selected.

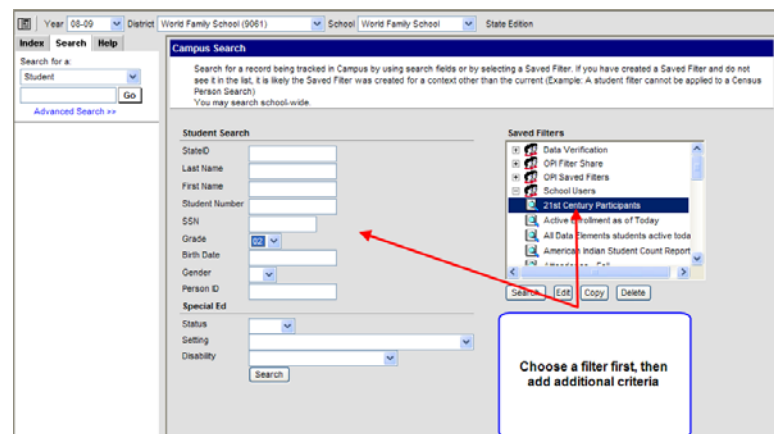
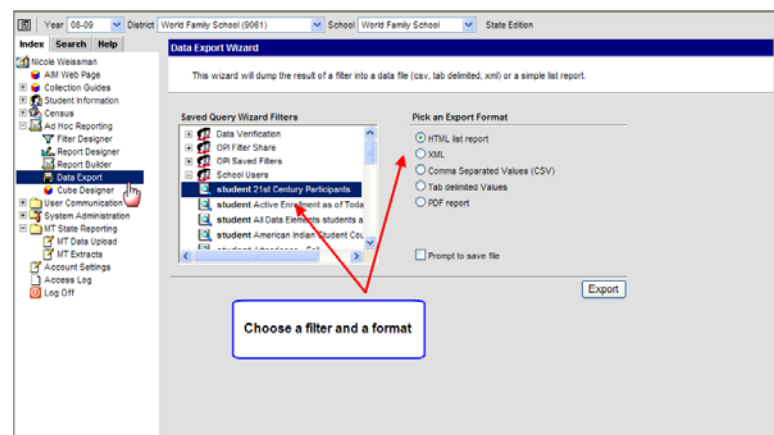
On the **TOOLBAR** select the 08-09 **Year** and select a **School**. From the **NAVIGATION TOOLS**, expand the **Ad Hoc Reporting** module. Select **Data Export**.

Expand the **School Users Saved Query Wizard Filter**. Select any of the program reports. Click **Export**. The report will generate a list of students enrolled into the selected program, by name, for the school selected.

Advanced Search: Lists students enrolled in a program as a search function.

On the **TOOLBAR** select the 08-09 **Year** and select a **School**. Click on Search. Select Advanced Search.

Under **Saved Filters**, expand **School Users** and select a filter. Click **Search** under the **Saved Filters** box. To add **Student Search** criteria, select the filter, then enter the **Student Search** criteria. Click the search button under **Student Search**.






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|  Appendix A: Enrollment Start Status | | |
|--|---|--|
| CODE | NAME | DEFINITION |
| 01 | First time receiving educational services | A student's first entry into school. Example: kindergarteners, 1st grade students with no prior home, private or public school experience. Also Pre-kindergarten students receiving services provided by the school. |
| 02 | Continued enrollment same school, no interruption | A student who previously entered any class in a school and then continues his or her membership in the same school from one term to the next because of promotion or retention. |
| 03 | Re-entry to the same school after withdrawal | After a voluntary or involuntary withdrawal. Examples: absent for over 10 days and did not transfer, dropped out, extended illness, temporary disability, suspension, expulsion, return of early graduate to participate in graduation, foreign exchange student returning, return from drug treatment facility. |
| 04 | Transfer from public school with same district or school system | Student transferred from a public school within the same school district and/or school system. This code is used to show the progression of a student. Example: 8 th grade student transferring to the high school in the same system |



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| CODE | NAME | DEFINITION |
|---|--|---|
| 05 | Transfer from public schl under NCLB schl choice | Student exercised option to transfer from a Title I school, within the same district that had been identified as "in need of improvement", in "corrective action" or in "restructuring" under NCLB requirements. The NCLB Act gives parents the opportunity to transfer their children from a school that has been so identified. |
| 06 | Transfer from an out of state school | Student transferred from an out of state school. Includes out of state private and home school students. |
| 07 | Transfer from a school from out of the country | Student transferred from a school from out of the country. Example: Foreign Exchange students |
| 08 | Transfer from a private school within the state | Student transferred from a private school within the state. |
| 09 | Transfer from a home school within the state | Student transferred from home school within the state. |
| 10 | Transfer from a MT state-funded school | Student transferred from another public or state funded school system within the state. Example: student transfers from Helena Middle School to East Valley Middle School in East Helena. |
| ALL ENROLLMENT START STATUS CODES REQUIRE ZERO PADDING | | |



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|  Appendix B: Enrollment End Status | | |
|--|---|---|
| CODE | NAME | DEFINITION |
| 100 | End of year, returning to same school next year | Exit at end of school year. Will return to same school next year. |
| 105 | Change in grade level during regular school year | A student who changes grade level during the school year. |
| 110 | Promoted to another school in the same district | A student who enters another school after successful completion and promotion from the highest instructional level of the current school to the next higher level. Example: 8 th grade student enters High School when promoted to grade 9. |
| 120 | Transfer to a public school in the same district | A student who transfers from a public school that is located within the administrative boundaries of the same local education agency. |
| 130 | Transfer to public schl under NCLB schl choice | Student exercised option to transfer to another school from a Title I school, within the same district that had been identified as "in need of improvement", in "corrective action" or in "restructuring" under NCLB requirements. The NCLB Act gives parents the opportunity to transfer their children to a school that has not been so identified. |
| 140 | Transfer to public schl in another district in MT | A student who transfers from a public school that is located within the administrative boundaries of another local education agency in the state of Montana. |



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| CODE | NAME | DEFINITION |
|------|--|--|
| 150 | Transfer to a MT state-funded school | Transfer to a state-funded school. Examples: the Montana School for the Deaf and Blind or a school under the Department of Corrections. |
| 160 | Transfer to a private school in the state | Transfer to a private school in the state. |
| 170 | Transfer to a home school in the state | Transfer to a home school in the state. |
| 180 | Transfer to a school out of state | Transfer to a school out of state. |
| 190 | Transfer out of the country | Transfer to a school out of the country (other than foreign exchange students). |
| 210 | Medical care or treatment, eligible to return | Student has long-term medical condition, or is in drug treatment or rehabilitative center that prevents them from receiving services, but is eligible to return to school. |
| 220 | Enrolled in a foreign exchange program | Student is enrolled in a foreign exchange program, and is eligible to return to school in the United States. |
| 240 | Withdrawn, under age for compulsory school att | Students are under the age for compulsory attendance and are withdrawn from the school (but are eligible to return). |
| 250 | Expelled, eligible to return | The student is expelled by an action of the school board of trustees from all school settings for the duration of the expulsion. The student is expected to re-enroll prior to the official fall count date of the next school year (if the student does not re-enroll they are considered a dropout). |
| 260 | Unknown (grades PK-6, UE) | Students in grades PK-6 and UE who exit school for an unknown reason. These students are not considered dropouts. |



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| CODE | NAME | DEFINITION |
|------|--|--|
| 295 | Dropped out, subsequent re-enrollment | Student dropped out, but re-enrolled and returned to school. These students are not considered dropouts. |
| 300* | Withdrew for personal or academic reasons* | Student withdrew for personal or academic reasons. |
| 310* | Exceeded age requirement set by district policy* | Student exceeded maximum age requirement set by district policy. |
| 320* | Removed or Expelled, without option to return* | Student was removed from the education system, without choice, for reasons other than health and is not expected to return (Examples: adult corrections, removed by court order, permanently expelled). |
| 330* | Withdrew to enroll in non-diploma program* | Student enrolled in adult education or some type of education program that does not lead toward a diploma (including GED, military, Job Corps and Youth Challenge). |
| 340* | Unknown* | Students are not enrolled and their status is unknown (including students dropped from the rolls for excessive truancy, students were absent 10 or more consecutive days and students that moved without providing further information on their educational status). |
| 400 | Graduated | A student who has met the state and local requirements for graduation. |
| 420 | Completed school with other credentials | A student who has received a certificate of completion or attendance in lieu of a high school diploma. |
| 500 | Student died | Student Died. |



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| CODE | NAME | DEFINITION |
|---|--------------------------------------|---------------------------------------|
| 510 | Student is permanently incapacitated | Student is permanently incapacitated. |
| *These codes are considered drop-out codes when used for students in Grades 7-12, UM or UH. Note that the asterisk should not appear in the code or description in the application. | | |



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|  Appendix C: Dropout Reason Codes | | |
|---|------------------------------|---|
| CODE | NAME | DEFINITION |
| 01 | Academic Difficulty | The student left school because of academic difficulty or lack of engagement. |
| 02 | Attendance Difficulty | The student left school because of difficulty with attendance/absenteeism and credit policy. |
| 03 | Economic Reasons | The student left school because of economic reasons, including inability to pay school expenses and inability of parents to provide suitable clothing. |
| 04 | Employment | The student left school to seek or accept employment, including employment required to support parents or other dependents. |
| 05 | Expelled | The student was required to leave school by action of the board of trustees, and will not be allowed to return, or did not return after the expulsion period ended. |
| 06 | Illness | The student left school because of illness. |
| 07 | Job Corps or Similar Program | The student left school to join the Job Corps or similar program. |
| 08 | Language Difficulty | The student left school because he or she was experiencing difficulty with language. |
| 09 | Marriage | The student left school because of marriage. |
| 10 | Military | The student left school to join the military. |
| 11 | Needed at Home | The student left school to help with work at home, including work on the family farm. |



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| CODE | NAME | DEFINITION |
|------|--|--|
| 12 | Over Compulsory Age | The student left school because he or she was over the age that a student is legally required to attend school (the latter of age 16 or 8 th grade completion). |
| 13 | Pregnancy | The student left school because of pregnancy. |
| 14 | Poor Personal Relationships | The student left school because of poor personal relationships with students, teachers and/or administrators. |
| 15 | Reached Maximum Age Set by District Policy | The student reached the maximum age of attendance as determined by school district policy. |
| 16 | Other Known Reason | The student left school, or was required to leave, for some known reason other than those listed. |
| 17 | Unknown Reason | The student left school for a reason which is not known. |
| 18 | GED (Pursuing) | The student left school to obtain a GED (not including school approved GED programs). |
| 19 | Suspended, Did Not Return | The student was suspended, but did not return after the suspension ended. |



EXCEL TIPS AND TRICKS

| Excel Issue | Example | Correction |
|---|--|---|
| Column should be two digits in length (zero padding) | The Start Status field needs to be 02, not 2 | Highlight the column that requires zero padding. From the Toolbar Menu , select Format Cells . Under Category , select Custom . Delete the word <i>General</i> and type "0#" (zero and a pound symbol). |
| Column should be four digits in length (zero padding) | The District field needs to be 0001, not 1 | Highlight the column that requires zero padding. From the Toolbar Menu , select Format Cells . Under Category , select Custom . Delete the word <i>General</i> and type "000#" (three number zeros and a pound symbol). |
| The dates must be in mm/dd/yyyy format | The Date needs to be 07/01/2007, not 7/1/07 | Highlight the column that requires zero padding. From the Toolbar Menu , select Format Cells . Under Category , select Custom . Delete the word <i>General</i> and type mm/dd/yyyy. |
| The file must be saved as a Text (tab delimited file) | The file is in CSV or Excel format, not a text file format | From the File Menu , click Save As . In the Save as type box, choose <i>Text (tab delimited)(*.txt)</i> . Enter the file name with the extension *.tsv or *.txt |
| Unable to view file extensions | My file won't upload correctly, and I cannot see the file format extension | Choose Control Panel, Folder Options . Click on the View tab. Uncheck the box next to <i>Hide extensions for known file types</i> . Click OK. |